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 3 EXEC. REG.

MEMORANDUM FOR: Chief, Production Group

FROM:

Chief, Executive and Planning Staff

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SUBJECT:

FY 1983 Annual Review

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1. This memorandum requests information for the FY 1983 Annual Review, which is scheduled to be held in Key Building on 12 October. As indicated in the attached memorandum, this year's review will focus on six areas: an office overview for FY 1982-1988, a 1982-1984 view of objectives, funding profile and positions by line item, a look at projected FY 1983 activities and milestones, reprogramming required for FY 1983, unfunded needs for FY 1983 and FY 1983 reserve release candidates.

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2. To prepare the Annual Review, I need information related to the following:

a. E&PS has tentatively listed the following objectives for Prod:

FY 1982:

- Enhance coverage of PRC political, military, and S&T publications
- Increase coverage of Soviet nationalities and of military and political publications
- Refine MAT system
- Develop automated CTS system

FY 1983:

- Modify MAT to include additional Asian language character sets

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- Enhance coverage of S&T publications
- Increase coverage of Third World political and economic publications

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FY 1984:

- Study applicability of using facsimile to transmit material to and from selected contractors
- Conduct a study to determine best overseas sites for press monitoring units
- Implement Translation Management System
- Use optical character reader to convert selected JPRS translations into machine readable form
- Expand MAT to handle all foreign languages handled by FBIS

Please alter or add to these as you see fit. Keep in mind we can only list items which are funded. The above includes the new activities funded by the FY 1983 theme packages and the FY 1984 Modernization package.

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b. Establish milestones, by quarter, for the 1983 objectives, e.g.:

1st Quarter

- Hire x S&T linguists
- Hire x Third World linguists

- Add x Asian language character set to MAT

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c. I will use your list of unfundeds submitted in the FY 1983 operating budget review for the FY 1983 Unfunded Requirements in the Annual Review. If you have any additions or deletions to this list, provide these changes with your submission.

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3. Please submit this information no later than 15 September. If you have questions, contact me or .

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Attachment:  
As stated

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